|  |
| --- |
| **Complete Study Title****PI:** Name (cell phone number) **CRC:** Name (cell phone number) |

|  |
| --- |
| **LAB PROCESSING INSTRUCTIONS (This is an example; refer to your protocol for specifics.)** |

|  |  |  |
| --- | --- | --- |
| **Tube Type and Tests** | **Processing** | **Storage after Processing** |
| 3.0 mL Red Top Tubes1. IgG (Serum)
2. Vitamin D 25- OH Total, D2, and D3
3. IgM (Serum) / OCB Serum
 | •Mix tube IMMEDIATELY (without shaking) by gentle inversion 5 times. • Allow tube to clot for 30 minutes. • Centrifuge within 1 hour of collection at 1500 – 2000 g (4000 - 5000 rpm) for 15 minutes. • Transfer serum from both tubes to 3x 5mL plain cap aliquot tubes•**Freeze immediately at -20® C** | \*Frozen\*Store at -20® CCoordinator will ship same day |
| 3.0 mL Red Top Tube1. IgG (Serum)
2. IgM (Serum) / OCB Serum
 | • Mix tube IMMEDIATELY (without shaking) by gentle inversion 5 times. • Allow tube to clot for 30 minutes. • Centrifuge within 1 hour of collection at 1500 – 2000 g (4000 - 5000 rpm) for 15 minutes. • Transfer 1.0mL of serum into each 5mL Plain Cap Tube •**Freeze immediately at -20® C** | \*Frozen\*Store at -20® CCoordinator will ship same day |
| 5mL Gold Top SST Tubes1. Chemistry (EGFR)
2. (B-hCG), (FSH)
3. NFL in Serum
4. IgG Subclass
5. Serum Banking
 | •Mix tube IMMEDIATELY (without shaking) by gentle inversion 5 times. • Allow tube to clot for 30 minutes. • Centrifuge within 1 hour of collection at 1500 – 2000 g (4000 - 5000 rpm) for 15 minutes. • Transfer 0.5mL of serum into the 2.5mL plain cap tube, 1.0mL of serum into the 2.5mL red cap tube. **Store Ambient** • Transfer 1.0mL of serum into the 3.6mL plain cap tube, and 2.0 mL of serum into the 5mL plain cap tube. Additionally, transfer at least 1mL of serum into a 10mL plain cap tube for use as the serum banking sample. **Freeze immediately at -20® C**• IMPORTANT: If the gel has not risen to separate the serum from the cells, re-centrifuge at a higher speed. The sample cannot be analyzed if the gel is still at the bottom of the tube. | \*Ambient and Frozen Storage\*Frozen, store at Store at -20® CCoordinator will ship same day |
| 5mL Gold Top SST Tube1. Chemistry
 | • Mix tube IMMEDIATELY (without shaking) by gentle inversion 5 times. • Allow tube to clot for 30 minutes. • Centrifuge within 1 hour of collection at 1500 – 2000 g (4000 - 5000 rpm) for 15 minutes. • Transfer 0.5mL of serum into the 2.5mL plain cap transfer tube. **STORE AMBIENT**• IMPORTANT: If the gel has not risen to separate the serum from the cells, re-centrifuge at a higher speed. The sample cannot be analyzed if the gel is still at the bottom of the tube. | \*Ambient\*Coordinator will ship same day |
| 5mL Gold Top SST Tube1. NFL in Serum
2. IgG Subclass
3. Serum Banking
 | • Mix tube IMMEDIATELY (without shaking) by gentle inversion 5 times. • Allow tube to clot for 30 minutes. • Centrifuge within 1 hour of collection at 1500 – 2000 g (4000 - 5000 rpm) for 15 minutes. • Transfer 1.0mL of serum into the 3.6mL plain cap tube, and 2.0 mL of serum into the 5mL plain cap tube. Additionally transfer at least 1mL of serum into a 10mL plain cap tube for use as the serum banking sample **Freeze immediately at -20® C**• IMPORTANT: If the gel has not risen to separate the serum from the cells, re-centrifuge at a higher speed. The sample cannot be analyzed if the gel is still at the bottom of the tube. | \*Frozen\*Store at -20® CCoordinator will ship same day |
| 5mL Gold Top SST Tubes1. Chemistry (EGFR)
2. CMV Antibodies
3. NFL in Serum
4. IgG Subclass
5. Serum Banking
 | • Mix tube IMMEDIATELY (without shaking) by gentle inversion 5 times. • Allow tube to clot for 30 minutes. • Centrifuge within 1 hour of collection at 1500 – 2000 g (4000 - 5000 rpm) for 15 minutes. • Transfer 0.5mL of serum into the 2.5mL plain cap tube. **STORE AMBIENT**• Transfer 1.0mL of serum into the 10mL red cap tube, 1.0mL of serum into the 3.6mL plain cap tube, and 2.0 mL of serum into the 5mL plain cap tube. Additionally, transfer at least 1mL of serum into a 10mL plain cap tube for use as the serum banking sample. **Freeze immediately at -20® C** | \*Ambient and Frozen Storage\*Frozen, store at Store at -20® CCoordinator will ship same day |
| 2mL Light Purple Top EDTA Tube1. Complete Blood Count with Differential
 | • Mix tube IMMEDIATELY (without shaking) by gentle inversion 8-10 times. **Store Ambient** | \*Ambient\*Coordinator will ship same day |
| 2mL Light Purple Top EDTA1. EBV DNA Quantitative
 | • Mix tube immediately (without shaking) by gentle inversion 8-10 times. • Immediately centrifuge tube at 1500 – 2000 g (4000 - 5000 rpm) for 15 minutes. • Transfer 1mL of plasma into a 10mL plain cap transfer tube w/ red dot**Freeze immediately at -20® C**  | \*Frozen\*Store at -20® CCoordinator will ship same day |
| 10mL Green Top Na Heparin Glass Tubes1. Plasma Cytokine and Ex BM
2. Plasma Banking
 | • Mix tube immediately (without shaking) by gentle inversion 8-10 times. • Immediately centrifuge tube at 1500 – 2000 g (4000 - 5000 rpm) for 15 minutes. • Transfer 1mL of plasma into the each of the A, B, C, D 2mL red cap cryovial transfer tubes and remainder into the E tube. • Transfer 1mL of plasma into the each of the A, B, C, D 2mL green cap cryovial transfer tubes and remainder into the E tube**•Freeze immediately at -20® C** | \*Frozen\*Store at -20® CCoordinator will ship same day |
| 10mL Green Top Na Heparin Glass Tubes1. PBMC Banking
2. PBMC Processing B Cell Repertoire
3. PBMC Processing Other Ex BM
 | • Mix tube IMMEDIATELY (without shaking) by gentle inversion 8-10 times**Store Ambient** | \*Ambient\*Coordinator will ship same day |
| 4mL Green Top Na Heparin Tube1. A346 T-Cell Proliferation Activation
 | • Mix tube IMMEDIATELY (without shaking) by gentle inversion 8-10 times**Store Ambient** | \*Ambient\*Coordinator will ship same day |
| 5mL Purple and Black Top Cytochex1. A364 B-Cell Subsets
 | • Mix tube IMMEDIATELY (without shaking) by gentle inversion 8-10 times**Store Ambient** | \*Ambient\*Coordinator will ship same day |
| 3.5mL Gold top And 8.5mL Multi-color top SST Tubes1. Chemistry (EGFR)
2. NFL in Serum
3. IgG Subclass
4. Serum Banking
 | • Mix tube IMMEDIATELY (without shaking) by gentle inversion 5 times. • Allow tube to clot for 30 minutes. • Centrifuge within 1 hour of collection at 1500 – 2000 g (4000 - 5000 rpm) for 15 minutes. • Transfer 0.5mL of serum into the 2.5mL plain cap tube. **Store Ambient**• Transfer 1.0mL of serum into the 3.6mL plain cap tube, and 2.0 mL of serum into the 5mL plain cap tube. Additionally, transfer at least 1mL of serum into a 10mL plain cap tube for use as the serum banking sample. **Freeze immediately at -20® C**• IMPORTANT: If the gel has not risen to separate the serum from the cells, re-centrifuge at a higher speed. The sample cannot be analyzed if the gel is still at the bottom of the tube. | \*Ambient and Frozen Storage\*Frozen, store at Store at -20® CCoordinator will ship same day |